



## INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT  
CHENNAI – 600 036

**TENDER NO: 16/ 2013 – 14 / Housekeeping.**

### **ELIGIBILITY DOCUMENT: COVER - I**

Name of Work	: House keeping services in the Institute Zone for the year 2013 - 14 at IITM Campus.
Approximate Value put to tender (for reference only)	: <b>Rs. 85.20 Lakhs.</b>
Earnest Money Deposit	: <b>Rs. 1.80 Lakhs.</b>
Cost of Tender Schedule	: Rs. 1000.00
Vat @ 5%	50.00 ----- Rs. 1050.00 -----
Last Date and Time of Receipt	: Date: <b>12-06-2013</b> Time: 3.00 P.M
Date and Time of Opening (Eligibility Document - Cover I)	: Date: <b>12-06-2013</b> Time: 3.10 P.M
Date and Time of Opening (Financial bid - Cover II)	: Will be intimated separately for those who have technically qualified based on eligibility criteria specified in the tender document

Certified that the tender document down loaded is exact replica of the document published by the IITM and no alteration and addition have been made by me / us in the tender document. The tender document consists of **21 (Twenty One) Pages only.**

**Signature of the Contractor**

**Executive Engineer (Civil)**

**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

ENGINEERING UNIT  
CHENNAI – 600 036

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Certified that the tender document down loaded is exact replica of the document published by the IITM and no alteration and addition have been made by me / us in the tender document. The tender document consists of 21 Pages.

**Contractor**

**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

ENGINEERING UNIT  
CHENNAI – 600 036

**Tender No: 16/ 2013 – 14 / House keeping**

**INVITATION TO QUALIFY AND NOTICE INVITING TENDERS**

EXECUTIVE ENGINEER (CIVIL) Indian Institute of Technology Madras, Chennai - 600 036 Invites sealed tenders, in two cover system (Eligibility Document and financial bid) up to 3: 00 PM on 12- 06 -2013 for the following work:

Name of work	Approximate Cost in Rs.	Period of completion
House keeping services in the Institute zone for the year 2013 - 14 at IITM campus.	85.20 Lakhs	12 months

Contractors who full fill the following criteria and eligible to submit the qualification application and tender

1. Experience in having successfully completed works as follows during the last 5 years ending 31 - 03 - 2012.
  - a. Three similar works each costing not less than Rs. 35.00 Lakhs.
  - or
  - b. Two similar completed works each costing not less than Rs. 52.00 Lakhs.
  - or
  - c. One similar completed work costing not less than Rs. 69.00 Lakhs.

At least any one of the above work of (a) or (b) or (c) should be a State / Central Government / Central Autonomous Bodies/ Central Public Sector Undertakings.

“Cost of work” for this clause shall mean completed cost as mentioned in the final bill, carried out under single contract including cost of materials, if any, supplied by clients. However the cost of materials issued free of cost shall not be considered for calculating the cost of work. “Similar work” for this clause means “Housekeeping Services”.

2. Should have an average annual financial turn over of Rs. 43.00 Lakhs during the last 3 years ending 31 – 3 – 2012 This should be certified by a chartered accountant.
3. Should not have incurred any loss in more than two years during the last five years ending 31 – 3 – 2012.
4. Should have a solvency of Rs. 35.00 Lakhs certified by the bankers of the applicant dated not earlier than the year 2013.

5. Desirous contractors may download prescribed applications from the web site of IITM ([www.iitm.ac.in/tendernotices](http://www.iitm.ac.in/tendernotices))
6. The Tenders should be accompanied by two crossed Demand Drafts - one for an amount of **Rs. 1.80 Lakhs** towards Earnest Money Deposit (EMD) **or** A sum of **Rs. 90,000/-** should be enclosed in the form of demand draft of a scheduled bank towards 50% of the Earnest Money and for the balance sum of **Rs. 90,000/-** of the Earnest Money by a Bank Guarantee issued by a schedule bank should be enclosed - and another for **Rs. 1050/-** towards the cost of Tender Documents - both drawn in favour of IITM Chennai-600 036 and payable at Chennai. Tender Documents received with out EMD, Bank Guarantee and Cost of Document shall be summarily rejected.
7. Completed Qualification documents and Tenders received in time will be opened after **3.10 P.M. -05 -2013** on in the presence of tenderers or their authorized representatives.
8. For any clarification contact office of the Executive Engineer (Civil) i/c at 3<sup>rd</sup> floor of Administrative building IIT Madras, Fax No 22578155, Ph. 2257 8161,.
- 9.0 **Submission of the tender**  
The Tender should be submitted in two envelopes as detailed below
- 9.1 **Envelope – 1 - marked as – ELIGIBILITY DOCUMENT**  
This shall contain the following
  - a. Two drafts one for 50% of EMD in the form of demand draft from a Scheduled Bank and for the balance 50% of EMD in the form of Bank Guarantee issued by a Scheduled Bank and another demand draft for cost of tender documents.
  - b. The various Details regarding experience, financial standing etc as detailed in the enclosed documents.
- 9.2 **Envelope – 2 – marked as – FINANCIAL BID**  
This shall contain the tender for the work. The tender documents and Financial bid with various conditions, specifications, Bill of quantities etc for the work is enclosed. The bill of quantities shall be filled with rate and amount and total amount.
- 9.3 Both envelopes shall be placed in a third envelope and name of work, date of opening etc shall be written on the cover
10. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.
11. IIT Madras reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.

**EXECUTIVE ENGINEER (CIVIL)**



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

**ENGINEERING UNIT**

**CHENNAI – 600 036**

**ELIGIBILITY DOCUMENT**

**(DOCUMENTS TO QUALIFY THE TENDERER)**

**(TO BE SUBMITTED IN A SEALED ENVELOPE MARKED AS  
“ENVELOPE – 1 ELIGIBILITY DOCUMENT”)**

**TENDER NOTICE: 16/ 2013 – 14 / Housekeeping.**

**SECTION – I**  
**BRIEF PARTICULARS OF WORK**

1. Salient details of work for which the contractors have to be qualified to take part in the tendering process

Name of work	Approximate Cost in Rs.	Stipulated Period of completion
House keeping services in the Institute zone for the year 2013 -14 at IITM campus.	85.20 Lakhs	12 months

2. The work has to be carried out in the IIT Madras campus, Chennai.
3. General features of the work are as under
- House Keeping service to various buildings of Academic zone which involves sweeping, cleaning toilets etc. The various operations involved are detailed in the Tender documents (Financial bid)
- (i) Adequate safety measures should be evolved and implemented.
  - (ii) The measurements and bill should be prepared by contractor and submitted to the department by the contractor as per the detailed procedure given in the Tender documents (Financial bid).
  - (iii) All the materials, equipments, machinery etc required for the work have to be arranged by the contractor.
4. The contract shall be drawn as per General Conditions of Contract for CPWD works 2010 with corrections issued up to till date with due modifications to suite to IITM. This document is available as a priced publication in the market.
5. The tenderer should furnish the complete details called for. In adequate and incomplete details not as per the documents are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.

## SECTION – II

### INFORMATION AND INSTRUCTIONS TO APPLICANTS

#### 1.0 GENERAL

- 1.1 The “**ELIGIBILITY DOCUMENT**” (application to qualify) shall contain data and information to enable the Institute to draw up a list of agencies who can take part in the tender process and whose “**FINANCIAL BIDS (TENDER)**” can be opened.

The following documents should be enclosed:

- (i) Letter of transmittal in the enclosed format.
  - (ii) Solvency certificate from the bankers in the enclosed format.
  - (iii) Financial information in the form – ‘A’ enclosed.
    - a. Audited Account of the Company from 2007 to 2011.
    - b. Income Tax Returns certified by the Auditors.
    - c. TNGST No:
  - (iv) Details of similar works carried out in the past in form – B enclosed.
  - (v) Details of works in progress in form – C enclosed.
  - (vi) Performance report of work referred in form B and form C in Form – D enclosed.
  - (vii) Details regarding the structure of the organization in form - E enclosed.
  - (viii) Details of personal establishment in form – E1 enclosed.
  - (ix) Details of equipment in form – F enclosed.
  - (x) Details of ISO certification (if any) details in form – G enclosed (an optional documents).
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘nil’ or ‘no such case’. If any particulars/query is not applicable in case of the applicant, it should be stated as ‘not applicable’. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by Fax and those received late after the prescribed date and time will not be entertained.
- 1.3 The application should be type-written. The applicant should sign in each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer/ Project Manager or equivalent.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also

advised not to attach superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by the Institute.

- 1.7 Documents submitted in connection with the tender will be treated as confidential and will not be returned.

## **2.0 DEFINITIONS:**

- 2.1 In these documents the following words and expressions have their meaning here by assigned to them.
- 2.2. EMPLOYER means IIT Madras, Chennai -36 acting through the Executive Engineer (Civil), Engineering Unit.
- 2.3. APPLICANT means individuals, proprietary firms, firm in partnership, limited company – private and public, Corporation

## **3.0 METHOD OF APPLICATION:**

- 3.1 If an individual makes the application, it shall be signed by him above his full type - written name and current address.
- 3.2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
- 3.3. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
- 3.4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.

## **4.0 FINAL DECISION MAKING AUTHORITY**

The employer reserves the right to accept or reject any application and to annual the qualification process / tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants

## **5. 0 PARTICULARS - PROVISIONAL**

The particulars of work given in section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.

## **6.0 SITE VISIT**

The applicant is advised to visit the various building where the work is to be carried at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.



## **7.0 CRITERIA FOR QUALIFYING AN APPLICANT TO TAKE PART IN THE TENDERING PROCESS**

7.1 The applicants shall be evaluated for qualifying them to take part in the tendering process by a two stage system.

### **7.2 STAGE - I - INITIAL CRITERIA**

The applicant shall be evaluated initially considering the following criteria

7.2.1 Experience in having successfully completed works as follows during the last 5 years ending 31 - 03 - 2012.

a. Three similar works each costing not less than **Rs. 35.00 Lakhs.**

or

b. Two similar completed works each costing not less than **Rs. 52.00 Lakhs.**

or

c. One similar completed work costing not less than **Rs. 69.00 Lakhs.**

**At least any one of the above work of (a) or (b) or (c) should be a State / Central Government / Central Autonomous Bodies/ Central Public Sector Undertakings.**

7.2.2 “Cost of work” for this clause shall mean completed cost as mentioned in the final bill, carried out under single contract including cost of materials, if any, supplied by clients. However the cost of materials issued free of cost shall not be considered for calculating the cost of work. “Similar work” for this clause means “Housekeeping Services”.

7.2.3. The applicant should have an average annual financial turn over of **Rs. 43.00 lakhs** during the last 3 years ending 31 – 3 – 2012 This should be certified by a chartered accountant. Year(s) in which no turn over is shown would also be considered for working out the average.

7.2.4 The applicant should not have incurred any loss in more than two years during the last five years ending 31 – 3 – 2012

The applicant should have a solvency of **Rs. 35.00 Lakhs** as certified by the bankers of the applicant dated not earlier than the year 2013.

7.2.5 The applicant should own equipments as per list enclosed for proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc and submit the list of firms from whom he proposes to hire.

7.2.6 The applicant should have sufficient number of employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how they would be involved in this work.

7.2.7 The applicant’s performance in respect of completed works and on going works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

### **7.3. STAGE - II – EVALUATION BY SCORING**

7.3.1 The applicants who qualify the initial criteria mentioned in Para 7.2.1 to 7.2.7 above will be further evaluated for the following criteria by scoring method based on the details submitted by them.

7.3.2 Only the applicants who qualify the initial criteria as above shall be evaluated further for the following criteria.

(a) Financial Strength (Form "A")	Maximum 20 Marks
(b) Experience in similar nature of work during last Five Years. (Form "B")	Maximum 20 Marks
(c) Performance on works (Form "D")	Maximum 35 Marks
(d) Personnel and Establishment (Form "E" and "E-1")	Maximum 10 Marks
(e) Equipment (Form "F")	Maximum 15 Marks
<b>Total</b>	<b>100 Marks</b>

**NOTE:**

**In case of works carried for private persons / organizations details of TDS certificates along with copy of work order / agreement should be enclosed.**

To qualify, the applicant must secure at least 50% (Fifty percent) marks mentioned in each one of the above criteria and 60% (Sixty percent) marks in aggregate

The Indian Institute of Technology Madras reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

7.3.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.

## **8.0 FINANCIAL INFORMATION**

The applicant should furnish the Annual financial statement for the last 5 years in form– A.

## **9.0. EXPERIENCE IN SIMILAR WORKS**

9.1. The applicant should furnish the following

- (a) List of all works of similar works successfully completed during last 5 years in Form – B.
- (b) List of projects under execution or awarded in Form – C.

9.2. Particulars of completed works and performance of applicant duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in Form – D.

## **10.0 ORGANISATIONAL INFORMATION**

Applicant is required to submit the following information in respect of his organization in for E and E1

- (a) Name and postal address including telephone and fax nos etc
- (b) Copies of original documents defining the legal status, place of registration and principal places of business.
- (c) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (e) Authorisation for employer to seek detailed references from clients to whom works were carried out.
- (f) Number of technical and administrative employees in parent company , subsidiary company and how these would be involved in this work – Form E 1

## **11.0 EQUIPMENT**

Applicant should furnish the list of equipment including likely to be used for carrying out the work (in form F). Details of any other equipment not mentioned in form F but available with the applicant and likely to be used in this work may also be indicated

## **12.0 LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with the documents.

## **13.0 TENDER SUBMISSION AND DECISION**

After the details submitted by the applicant regarding his financial capacity, previous experience etc are studied and evaluated, a list of agencies who can take part in the tendering process shall be prepared and all concerned shall be intimated. The Financial bids (Tender) of the applicants who have not been included in the list of applicant who can take part in the tendering process, shall be returnee un opened. Other tender shall be opened on the date and time to be intimated, in the presence of the tenders or their authorized representatives who may be present.

### **ADDITIONAL CONDITION**

1. The tenders shall be opened in the following order of preferences. To have different contractors, the tenders submitted by the L1 tenderer of “Housekeeping services in the Workshop Zone” will not be opened for “Housekeeping services in the Institute Zone”.

## QUALIFICATION INFORMATION

### LETTER OF TRANSMITTAL

To

The Executive Engineer (Civil) i/c,  
Engineering Unit,  
IITM, Chennai – 600 036.

**Sub: “House keeping services in the Institute zone for the year 2013 - 14 at IITM campus”.**

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We here by submit the qualification application documents (Eligibility Document) and the tender (Financial bid) for the work duly filled.

1. I / We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding for deciding our eligibility to be qualified for taking part in the tendering process for the work. . We have no further information to supply
3. I / We submit the requisite solvency certificate and authorize the Executive Engineer (Civil), Engineering Unit, IITM, Chennai to approach the bank concerned to confirm the correctness of the certificate. I / We also authorize the Executive Engineer (Civil) to approach individuals, firms and corporations to verify our competence and general reputation
4. I / We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed following works.

Name of work

Certificate from

I am / We are aware that the tender documents (Financial bid) will not be opened if I am / We are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

**FINANCIAL INFORMATION****I. Financial Analysis**

Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl No	Details	Year ending 31 <sup>st</sup> March of				
		2008	2009	2010	2011	2012
1	Gross annual turnover in construction work					
2	Profit (+) / Loss (-)					

**II. Financial arrangement for carrying out the proposed work.****III. Solvency certificate from Bankers of Applicant.****IV. Income Tax Returns certified by the Auditors.****V. Audited Account of the Company from 2007 to 2011.****VI. Income Tax PAN details****VII. TNGST No.**

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

# FORM'B'

## DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS ENDING BY 31<sup>ST</sup> MARCH 2011.

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Crores	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
14											

**\*\* Indicate gross amount claimed and amount awarded by the Arbitrator**

Signature of Applicant(s)

- In case of works carried out for private persons/ Organisaionts copies TDS certificate along with copy of work order / Agreement should be enclosed.
- Private works with out TDS certificates shall not be considered for valuation.
- In case works carried out for Govt. department copies of performance report should be enclosed as per the given format (i.e Form 'D')

**ADDITIONAL INFORMATION FOR COMPLETED WORKS**

1. Name of work
2. Location
3. Client's name and address
4. Scope of work.
5. Details of equipment deployed
6. Details of personal deployed on the work

**SIGNATURE OF APPLICANT(S)**

**FORM C**

**PROJECTS UNDER EXECUTION OR AWARDED**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks( Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10	11

**Signature of Applicant(s)**



**PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'**

Name of the work /  
Project & Location.

1. Scope of work.
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Value of work done
6. Date of Start
7. Date of completion
  - a. Stipulated date of completion.
  - b. Actual date of completion.
8. Amount of compensation levied for delayed Completion if any.
9. Performance report based on Quality of Work, Time Management, and Resourcefulness : Very Good / Good / Fair

DATE

EXECUTIVE ENGINEER/  
PROJECT MANAGER  
OR EQUIVALENT.

**STRUCTURE AND ORGANISATION**

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach copies of original document defining the legal status)
  - (a) An Individual
  - (b) A proprietary Firm
  - (c) A Firm in partnership
  - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
  - a) Registration Number.
  - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend construction for a period of more than six months continuously after the construction was commenced?  
If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?  
If so, give the name of the project and give reasons thereof.
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time? If so, give details:
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law?  
If so, give details.
10. In which field of Civil Engineering Construction, specialization and interest is
11. Any other information considered necessary but not included above.

**SIGNATURE OF APPLICANT(S)**

**FORM E-1**

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY**

SL NO	Designation	Total Number	Names	Qualification Professional Experience	Length of continuous service with employer
1	2	3	4	5	6
					7

**Note : additional information about Technical personnel , if any , may be submitted on separate sheet.**

**Signature of Applicant(s)**

**FORM – F**

**DETAILS OF EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK.**

SL NO	Name of the Equipment	Nos	Type	Age	Condition	Ownership status			Current location	Remarks
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11
1										
2										

**PROFORMA ON ISO CERTIFICATION**

(optional)

1. Year of Certification
2. Name and Address of Certifying Agency
3. Name of Management Representative
4. Validity of Certificate

**Note:** Attested copy of certificate (attested by a Government Officer or Notary Public) to be enclosed.

**SIGNATURE OF APPLICANT(S)**